



## The 50<sup>th</sup> Annual Town of Kensington Labor Day Parade and Festival

### **Non-Profit** Vendor Contract

**All contracts are due by August 15<sup>th</sup>. LATE FEE \$25**

This contract is an agreement between \_\_\_\_\_ and the Town of  
(Name of Non-Profit Organization, Please Print)

Kensington for the **rental of a Non-Profit booth** space at the Kensington Labor Day Festival on Monday, September 4, 2017. A **\$50.00 booth fee**, plus a *refundable clean-up deposit* in the amount of **\$75.00**, is required with the submission of this contract application. The booth fee and deposit must be paid with two separate checks, and be made payable to the Town of Kensington. **By agreeing to this contract, the Non-Profit Organization agrees to adhere to and comply with the following:**

1. The Festival is operational between the hours of 9:00 am and 2:00 pm. Booths must be set-up and ready for business by 8:45 am, as this is when the streets will be closed (no cars will be allowed).
2. All food vendors will be assigned to either Mitchell Street or the Town Hall Parking Lot. Make sure you have your license as the health inspector always attends.
3. Non-food vendors must enter the Festival area from Howard Avenue, Via Connecticut Avenue in order to get to your space and set up.
4. Businesses may not leave or close-down their booths prior to 2:00 pm; doing so will result in the forfeit of the clean-up deposit.
5. All booths and their surrounding area must be clean and vacated by 3:00 pm. The clean-up deposit will be returned following a review of the area by the Festival Coordinator. Failure to clean-up and vacate the booth area by 3:00 pm will result in the forfeit of the clean-up deposit.
6. The booth spaces are 15' x 10', unless multiple booth spaces are purchased. The Town is not responsible for providing tables, chairs, tents, electricity, water, or sewer disposal. Booth spaces will be assigned at least one week prior to the Festival and may not be changed the day of the event.
7. Vendors are not allowed to send solicitors into the festival area or outside of their assigned booth space.
8. Smoking is not permitted within the Festival, as this is a smoke free event.
9. All vendors must have insurance and liability coverage. Once day coverage is available through the Town's insurance provider if needed. This is a rain or shine event. Failure to show up for the event forfeits both the booth and deposit fees.
10. The Town of Kensington has the right to terminate this agreement and remove the Business at any time from the Festival if it is determined that the Business is not demonstrating appropriate community standards for a public and family oriented event.

Authorized Representative: \_\_\_\_\_ Email: \_\_\_\_\_  
(Please Print)

Organization's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lisa Kelley – Connor, Coordinator  
LaborDay@tok.md.gov ; 301-581-3680

*Please sign and return one completed contract application together with your Fee and Deposit by August 15<sup>th</sup> to:*  
**Kensington Labor Day, Attn: Lisa Kelley-Connor 3710 Mitchell Street, Kensington, MD 20895**

**Town of Kensington 3710 Mitchell Street Kensington, MD 20895**  
**Phone 301.949.2424 Fax 301.949.4925**  
**www.tok.md.gov**